

ATTACHMENT J

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

18-20

4/3/20

COVID-19 FUNDING USE FOR PAYROLL AND TRAVEL

I. PURPOSE

Congress has appropriated Supplemental funding for the Food Safety and Inspection Service (FSIS) for increased costs associated with COVID-19. Congress has made this funding available in a separate fund for FSIS and the funding will be tracked separately from regular operating budgets/shorthand codes. This notice outlines the use of these funds for recording payroll time and attendance and travel expenditures.

II. BACKGROUND

As a result of the COVID-19 pandemic, FSIS has received additional funding for increased expenditures associated with executing the FSIS mission during the pandemic. Expenditures may include non-reimbursable overtime for in-plant staff or travel expenditures associated with re-directing staff to cover staffing shortages.

III. COVID-19 FUNDING GUIDANCE

- A. FSIS will charge all additional incremental salary and travel costs attributable to the COVID-19 pandemic to the supplemental appropriation. Additional costs may include TDY travel, non-reimbursable overtime, and compensation for intermittent staff. The supplemental COVID-19 funding is expected to cover expenses incurred that are correlated with the COVID-19 crisis and would not have been incurred if the COVID-19 crisis did not occur.
- B. All expenditures normally charged operating budget/shorthand codes, such as regular salaries paid to current employees, will remain funded by the FSIS current operating budget/shorthand codes and will not be charged to the COVID-19 funding.

IV. PAYROLL

- A. Employee payroll expenses incurred from regular operations are to continue to be charged to existing base Appropriations funding sources, based on current guidance. Only increased expenses associated with COVID-19 are to be charged to the supplemental COVID-19 funding.

1. **Effective Date for Payroll:** March 29, 2020 Pay Period 07
2. **Base Pay** for all staff except intermittent employees are to continue to be charged to existing funding sources and **not** COVID-19 funding, even if staff are re-deployed to assist with COVID-19 activities. The current supervisor will continue to certify time and attendance in WebTA for all employees, including those that are re-deployed to assist the Office of Field Operations (OFO).

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 4/1/21

OPI: OPPD

3. **Reimbursable Overtime or Holiday Pay** is to be charged to current reimbursable shorthand codes according to current policy. Reimbursable Overtime and Holiday Pay is **not** to be charged to COVID-19 funding.
4. **Non-Reimbursable Overtime:** in-plant personnel, including CSIs and re-directed personnel who work overtime when the plant is not in an overtime status, **are to** charge their non-reimbursable overtime to the COVID-19 supplemental funding. The employee is to use the COVID-19 shorthand code for the State and geographic location where the employee is working and deployed. See Appendix B for list of shorthand codes.
5. **Intermittent Staff:** As of the effective date of this document, all intermittent staff time are to be charged to COVID-19 funding and shorthand codes unless it is reimbursable overtime. All intermittent employees are to charge the appropriate supplemental funding shorthand code associated with the geographic location or State of their deployment for all base pay, as well as non-reimbursable overtime (NROT). See Appendix B for list of shorthand codes.
6. **Time and Attendance Certification:** Current supervisors in WebTA are to continue to certify time and attendance in WebTA for all employees, including those that have been re-deployed to assist the Office of Field Operations (OFO).

Payroll COVID-19 Guidance	
Current Funding Sources	COVID-19 Funding
Base Pay except Intermittent Staff	Non-Reimbursable Overtime
Reimbursable Overtime	Intermittent Staff
Holiday Pay	

V. TDY TRAVEL

- A. Travel associated with normal or routine business is to continue to be charged to the program's regular *operating budget*.
- B. COVID-19 funding is to be used for travel for employee's TDY travel to cover personnel shortages due to the pandemic. Employees are to charge their transportation; M&IE, and all other travel related costs, as authorized under the Federal Travel Regulations (FTR), to the COVID-19 funding and shorthand codes associated with the destination location. This includes OFO personnel who are in plant and are being shifted to other in plant positions, staff reassigned from other program offices, and intermittent staff. Local travel to perform routine assignments, such as CSI patrol assignments, is not to be charged to COVID-19 funds.
- C. **CONCUR TDY Approval:** TDY travel related to COVID-19 should be approved in CONCUR by the employee's current travel approvers.

VI. QUESTIONS

Refer questions to the Financial Service Center (FSC), OCFO at FSCGeneral@USDA.Gov.



Acting Assistant Administrator
Office of Policy and Program Development

Appendix A: COVID-19 Code Use

	Base Pay	Intermittent Staff Base Pay	Non-Reimbursable Overtime	Reimbursable Overtime and Holiday pay	Routine Travel	COVID Travel (TDY and Local)
Description	<ul style="list-style-type: none"> OFO Full time employees Temporary reassigned 	<ul style="list-style-type: none"> All Intermittent Base Pay 	<ul style="list-style-type: none"> In plant personnel (Including CSI and Intermittent) working overtime where the plant is NOT in an overtime status OFO Full-time employees Temporary reassigned 	<ul style="list-style-type: none"> In plant personnel (Including intermittent) working reimbursable overtime or holidays based on current reimbursable policy OFO Full-time employees Temporary reassigned 	<ul style="list-style-type: none"> Regular travel related to mission (non-COVID) 	<ul style="list-style-type: none"> Travel to backfill for personnel shortages (OFO or temporary reassigned) All Intermittent staff travel
Shorthand Code	<ul style="list-style-type: none"> Existing Program Shorthand Codes 	<ul style="list-style-type: none"> COVID-19 Shorthand Codes for State Assigned 	<ul style="list-style-type: none"> COVID-19 Shorthand Codes for State Assigned 	<ul style="list-style-type: none"> Existing Program Reimbursable Shorthand Codes 	<ul style="list-style-type: none"> Existing Program Shorthand Codes 	<ul style="list-style-type: none"> COVID-19 Shorthand Codes for State Assigned
Approver	<ul style="list-style-type: none"> Current Supervisor (even for reassigned staff)* 	<ul style="list-style-type: none"> Current Supervisor 	<ul style="list-style-type: none"> Current Supervisor (even for reassigned staff)* 	<ul style="list-style-type: none"> Current Supervisor (even for reassigned staff)* 	<ul style="list-style-type: none"> Current Approver (even for reassigned staff)* 	<ul style="list-style-type: none"> Current Approver (even for reassigned staff)*

Appendix B: COVID-19 Payroll and Travel Shorthand Codes

SHORTHAN	STATE/TER	DESCRIPTION
5BMCVD0	Alaska	COVID-19 AK SAL & EXP MISSION SUPPORT
5VCCVD0	Alabama	COVID-19 AL SAL & EXP MISSION SUPPORT
5FBCVD0	Arkansas	COVID-19 AR SAL & EXP MISSION SUPPORT
5BNCVD0	American Samoa	COVID-19 AS SAL & EXP MISSION SUPPORT
5ACCVD0	Arizona	COVID-19 AZ SAL & EXP MISSION SUPPORT
5ABCVD0	California	COVID-19 CA SAL & EXP MISSION SUPPORT
5BBCVD0	Colorado	COVID-19 CO SAL & EXP MISSION SUPPORT
5NDCVD0	Connecticut	COVID-19 CT SAL & EXP MISSION SUPPORT
5TLCVD0	District of Columbia	COVID-19 DC SAL & EXP MISSION SUPPORT
5THCVD0	Delaware	COVID-19 DE SAL & EXP MISSION SUPPORT
5BACVD0	Denver	COVID-19 DENV SAL & EXP MISSION SUPPORT
5UCCVD0	Florida	COVID-19 FL SAL & EXP MISSION SUPPORT
5UBCVD0	Georgia	COVID-19 GA SAL & EXP MISSION SUPPORT
5BTCVD0	Guam	COVID-19 GU SAL & EXP MISSION SUPPORT
5BECVD0	Hawaii	COVID-19 HI SAL & EXP MISSION SUPPORT
5DBCVD0	Iowa	COVID-19 IA SAL & EXP MISSION SUPPORT
5BFCVD0	Idaho	COVID-19 ID SAL & EXP MISSION SUPPORT
5MBCVD0	Illinois	COVID-19 IL SAL & EXP MISSION SUPPORT
5MCCVD0	Indiana	COVID-19 IN SAL & EXP MISSION SUPPORT
5FCCVD0	Kansas	COVID-19 KS SAL & EXP MISSION SUPPORT
5VECVD0	Kentucky	COVID-19 KY SAL & EXP MISSION SUPPORT
5HDCVD0	Louisiana	COVID-19 LA SAL & EXP MISSION SUPPORT
5NECVD0	Massachusetts	COVID-19 MA SAL & EXP MISSION SUPPORT
5TDCVD0	Maryland	COVID-19 MD SAL & EXP MISSION SUPPORT
5NFCVD0	Maine	COVID-19 ME SAL & EXP MISSION SUPPORT
5MECVD0	Michigan	COVID-19 MI SAL & EXP MISSION SUPPORT
5DCCVD0	Minnesota	COVID-19 MN SAL & EXP MISSION SUPPORT
5FDCVD0	Missouri	COVID-19 MO SAL & EXP MISSION SUPPORT
5BUCVD0	Norther Mariana Islands	COVID-19 MP SAL & EXP MISSION SUPPORT
5VBCVD0	Mississippi	COVID-19 MS SAL & EXP MISSION SUPPORT
5BCCVD0	Montana	COVID-19 MT SAL & EXP MISSION SUPPORT
5TBCVD0	North Carolina	COVID-19 NC SAL & EXP MISSION SUPPORT
5DDCVD0	North Dakota	COVID-19 ND SAL & EXP MISSION SUPPORT
5BRCVD0	Nebraska	COVID-19 NE SAL & EXP MISSION SUPPORT
5NLCVD0	New Hampshire	COVID-19 NH SAL & EXP MISSION SUPPORT
5TCCVD0	New Jersey	COVID-19 NJ SAL & EXP MISSION SUPPORT
5HCCVD0	New Mexico	COVID-19 NM SAL & EXP MISSION SUPPORT
5ADCVD0	Nevada	COVID-19 NV SAL & EXP MISSION SUPPORT
5NCCVD0	New York	COVID-19 NY SAL & EXP MISSION SUPPORT
5MDCVD0	Ohio	COVID-19 OH SAL & EXP MISSION SUPPORT
5HECVD0	Oklahoma	COVID-19 OK SAL & EXP MISSION SUPPORT
5BDCVD0	Oregon	COVID-19 OR SAL & EXP MISSION SUPPORT
5NBCVD0	Pennsylvania	COVID-19 PA SAL & EXP MISSION SUPPORT
5UDCVD0	Puerto Rico	COVID-19 PR SAL & EXP MISSION SUPPORT
5NHCVD0	Rhode Island	COVID-19 RI SAL & EXP MISSION SUPPORT
5UFcvD0	South Carolina	COVID-19 SC SAL & EXP MISSION SUPPORT
5DECVD0	South Dakota	COVID-19 SD SAL & EXP MISSION SUPPORT
5VDCVD0	Tennessee	COVID-19 TN SAL & EXP MISSION SUPPORT
5HBCVD0	Texas	COVID-19 TX SAL & EXP MISSION SUPPORT
5BHCVD0	Utah	COVID-19 UT SAL & EXP MISSION SUPPORT
5TECVD0	Virginia	COVID-19 VA SAL & EXP MISSION SUPPORT
5UECVD0	Virgin Islands	COVID-19 VI SAL & EXP MISSION SUPPORT
5NMCVD0	Vermont	COVID-19 VT SAL & EXP MISSION SUPPORT
5BLCVD0	Washington	COVID-19 WA SAL & EXP MISSION SUPPORT
5DFCVD0	Wisconsin	COVID-19 WI SAL & EXP MISSION SUPPORT
5TFCVD0	West Virginia	COVID-19 WV SAL & EXP MISSION SUPPORT
5BPCVD0	Wyoming	COVID-19 WY SAL & EXP MISSION SUPPORT